

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 90-1
30 SEPTEMBER 2002**

Command Policy

FUNCTIONS OF THE INSPECTOR GENERAL

- REFERENCES:**
- (a) USTRANSCOM PD 90-1, Functions of the Inspector General, Feb 97, hereby canceled.
 - (b) Department of Defense (DOD) Directive 5106.4, Inspector General (IGs) of the Unified and Combatant Commands, May 93
 - (c) DOD Directive 5240.1, DOD Intelligence Activities, April 88
 - (d) DOD 5240.1-R, Procedures Governing the Activities of DOD Intelligence Components that affect United States Persons, Dec 82
 - (e) DOD Directive 5505.6, Investigations of Allegations Against Senior Officials, July 91
 - (f) DOD Directive 7050.1, Defense Hotline Program, Jan 99
 - (g) DOD Directive 7050.6, Military Whistleblower Protection, Jun 00
 - (h) DOD Directive 7050.7 Defense Hotline Procedures, Dec 98
 - (i) DOD Directive 7050.8 Defense Hotline Quality Assurance Review (QAR) Program, Dec 98
 - (j) Air Force Instruction 90-301, Inspector General Complaints, Jan 01
 - (k) CJCSI 5901.01 Intelligence Oversight, Dec 99
 - (l) USTRANSCOM Instruction 90-5, Individual, Congressional and Inspector General Protected Communications
 - (m) USTRANSCOM Policy Directive 90-6, USTRANSCOM Fraud, Waste, and Abuse Prevention and Detection Program
 - (n) USTRANSCOM Instruction 90-4, USTRANSCOM Intelligence Oversight Program

A. PURPOSE: The Inspector General (TCIG) has the authority to direct investigations and inspections of USTRANSCOM personnel and processes and reports directly to the Deputy Commander in Chief (TCDC). The USTRANSCOM Chief of Staff (TCCS) is also the Inspector General. TCCS accomplishes the TCIG mission through assigned TCIG staff personnel. This directive establishes policies and procedures governing the functions of the TCIG staff office as the internal, daily operational manager for TCIG. When providing assistance, inspecting or investigating, TCIG will utilize all applicable DOD, USTRANSCOM, and Service specific guidance.

B. APPLICABILITY: This Policy Directive is applicable to all personnel assigned or attached to USTRANSCOM, and the Transportation Component Commands (TCCs).

C. POLICIES AND PROCEDURES:

1. The TCIG staff office will function as the primary communications focal point for all TCIG matters.
2. TCIG is responsible for investigating complaints and evaluating all aspects of USTRANSCOM mission accomplishment, and will provide an independent and objective feedback system for personnel and operational matters by monitoring and conducting inspections, evaluations, and assessments. TCIG will be the point of contact (POC) for IG evaluations or inspections of USTRANSCOM by any outside agency, including the DOD IG. A member of the TCIG staff will function as the USTRANSCOM Office of Primary Responsibility (OPR) for Individual, Congressional, and Inspector General Protected Communications Program; Fraud, Waste, and Abuse (FWA) Program; DOD Hotline Complaint Program; military reprisal investigations; senior officer investigations; and the Intelligence Oversight Program. TCIG will make appropriate inquiries to resolve FWA disclosures and other types of complaints, to include Service-unique personnel problems. To settle complaints and answer inquiries, TCIG will coordinate with base agencies/functions and other military or civilian organizations.
3. As the OPR for all protected Congressional inquiries and DOD hotline complaints forwarded for USTRANSCOM action, TCIG will ensure all issues are recorded, investigated, and tracked to completion in accordance with (IAW) the most current USTRANSCOM Instruction 90-5 (reference l) and appropriate Service and DOD regulations.
4. TCIG will educate USTRANSCOM personnel regarding IG roles and responsibilities, lawful communications and reprisals.
5. TCIG will conduct the FWA Prevention and Detection Program for USTRANSCOM IAW the most current USTRANSCOM Policy Directive 90-6 (reference m).
6. TCIG will report any allegation of serious misconduct made against USTRANSCOM senior officials to the Joint Chiefs of Staff IG (JCS IG) and DOD IG within 5 workdays of receipt of the allegation. Additional information relating to these investigations is available in DOD Directive 5505.6, Investigations of Allegations Against Senior Officials of the DOD (reference e).
7. In coordination with USTRANSCOM Chief Counsel (TCJA), TCIG will manage and coordinate the USTRANSCOM Intelligence Oversight Program IAW the most current USTRANSCOM Instruction 90-4 (reference n).
8. TCIG will report results of DOD IG to TCDC. When required, results will be forwarded to the Joint Staff IG.
9. TCIG will initiate all planned, prior notice, as well as any unscheduled inspections or evaluations to provide independent and objective evaluations of operational areas essential to mission performance. In addition to TCIG staff, inspection teams will be augmented with personnel from the USTRANSCOM staff or other available resources as required.

10. TCIG will randomly assess USTRANSCOM compliance with applicable DOD Operations Security (OPSEC) guidance IAW DOD Directive 5106.4 (reference b). Any observations will be brought to Command's attention.

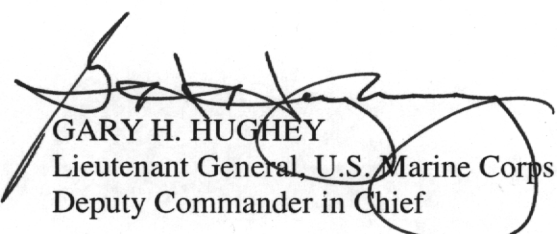
11. TCIG will coordinate pertinent ongoing USTRANSCOM IG activities and related matters with the IG office of the TCCs. TCIG functions are not intended to infringe upon the established responsibilities of the IG office of the TCCs.

12. The TCC IG offices will notify TCIG of all investigations involving the Defense Transportation System (DTS) or Transportation Working Capital Funds (TWCF). Finalized reports will be forwarded to TCIG through IG channels.

13. The TCCs will invite appropriate personnel from USTRANSCOM staff (at USTRANSCOM expense) to augment their inspection teams (during both planning and execution) when the inspections encompass interfaces with the Defense Transportation System (DTS), Global Transportation Network (GTN), or TRANSCOM Regulating and Command & Control Evacuation System (TRAC2ES). TCCs will send their invitations to TCIG who, in turn, will coordinate the original invitation and a USTRANSCOM accept/decline response. This is done in a spirit of cooperation to build the best defense transportation system possible. USTRANSCOM Inspectors will not interfere with the unit's inspection, but rather provide expertise in their specific areas, obtain feedback from field units on USTRANSCOM policy and procedures, and gain insight into systemic issues affecting the DTS, GTN, or TRAC2ES.

D. EFFECTIVE DATE AND IMPLEMENTATION: Effective immediately.

APPROVED BY



GARY H. HUGHEY
Lieutenant General, U.S. Marine Corps
Deputy Commander in Chief

Attachment

Procedures for Inspections of USTRANSCOM by DOD IG

OPR: TCIG

Distribution: TCCC-P, TCCC-X, TCDC, TCCS, TCFP, TCIG, TCJA, TCPA, TCRC, TCSG; TCJ1, TCJ2, TCJ3/4, TCJ5; TCJ6; TCJ8, JTRU, TCRA, AMC/IG; 3 copies to MTMC/IG, Hoffman Building II, 200 Stovall Street, Alexandria VA 22332-5000; 3 copies to MSC/IG, Washington Navy Yard, Building 210, 914 Charles Morris Court SE, Washington DC 20398-5540.

PROCEDURES FOR INSPECTIONS OF USTRANSCOM BY DOD IG

1. DOD IG notifies all pertinent parties of its intent to conduct an inspection of a functional area or matter by issuing a letter or memorandum. This notice will identify general inspection objectives, timing of the inspection, names of the program director and project manager, and sites to be visited.
2. Upon receipt of an inspection notification that identifies USTRANSCOM as a site to be visited, the TCIG will:
 - 2.1. Assure the appropriate USTRANSCOM staff functional points of contact for the areas to be inspected are notified, the TCDC is informed, and the applicable director(s)/DRE chief(s) are contacted for designation of OPR/OCRs for the visit.
 - 2.2. Monitor DOD IG inspections within USTRANSCOM and provide the staff OPR/OCRs any necessary assistance to verify security clearances and arrange for security badges for visiting inspectors.
 - 2.3. Assist the inspection OPR, as necessary, in making arrangements for scheduled conferences and meetings associated with the visit.
 - 2.4. Act as liaison focal point between members of the USTRANSCOM staff and the DOD IG inspection team on any matters requiring clarification or interpretation.
 - 2.5. Ensure the OPR/OCRs are knowledgeable of the provisions of this directive.
 - 2.6. Review or process inspection reports and related correspondence as required. Coordinate with the applicable OPR/OCRs, as necessary, in order to respond to DOD IG inspection reports, recommendations, and other correspondence.
 - 2.7. The designated TCIG staff OPR will:
 - 2.7.1. Be the functional area point of contact for DOD IG personnel visiting USTRANSCOM on a specific inspection assignment.
 - 2.7.2. Arrange an entry meeting and inform all interested parties. Coordinate with the OCRs to make arrangements for functional level meetings, informal exit briefings, and interviews with action officers.
 - 2.7.3. Provide all individuals on the inspection team with a copy of this directive.
 - 2.7.4. Maintain a copy of all data provided to the DOD IG. If the material is too voluminous, provide a description of the material and where it is maintained.

2.7.5. Arrange for adequate working space and access to needed equipment (telephones, copy and facsimile machines, etc.) within close proximity to the area being inspected.

2.7.6. Keep TCCS and TCDC informed on the progress of the inspection and significant inspection activities or discoveries, and consolidate inputs from staff action officers.

2.7.7. In cases where significant findings or recommendations result, prepare and forward a draft visit report to TCCC/TCDC via e-mail or weekly executive summary (EXSUM) within 5 work days following a DOD IG exit briefing. Draft visit report should include:

2.7.7.1. Names of DOD IG personnel conducting the inspection and the names/office symbols of the USTRANSCOM personnel interviewed.

2.7.7.2. Inclusive dates, place, and purpose of the inspection.

2.7.7.3. Brief summary of discussions held, briefings presented, significant deficiencies identified, and list of documents provided to the inspectors.

2.7.7.4. Compiled results or conclusions drawn by the inspection team, if known, including corrective actions taken or recommended.

2.7.7.5. Note significant information, such as, unusual requests made by the inspectors or problems encountered in complying with their requests.